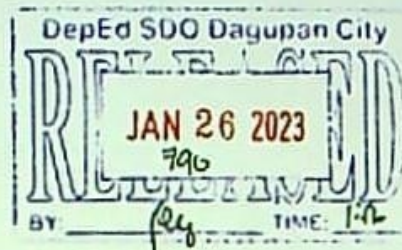




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Division Memorandum No. 40 s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School ICT Coordinators  
Teachers and Non-Teaching Personnel  
Others Concerned

Date January 26, 2023

Subject: REITERATION TO THE MICROSOFT 365 ADOPTION AND GUIDELINES  
ON THE USAGE OF DIVISION-BASED EMAIL SYSTEM, DEPED  
DAGUPAN ACCOUNT

This Office hereby reiterates the OUA-OUT-0011023-010 re: MICROSOFT 365 ADOPTION to the field for proper guidance and reference. Please see attachments.

In line with this, all SDO Dagupan Non-Teaching personnel are advised to register at (<https://www.portal.depeddagupan.com>), should they wish to have a Google Workspace for Education and for office productivity, ex [bruce.delacruz@depeddagupan.com](mailto:bruce.delacruz@depeddagupan.com) and continue using Google Education products such as, Classroom, Forms, Docs, as alternatives. In the same manner, teacher's account (@depeddagupan.com) will be created by the School ICT coordinators. A separate Division Memorandum will be released regarding this process.

Moreover, SDO Dagupan personnel, teaching and non-teaching are advised that the division-based Google Workspace for Education accounts which has the domain [firstname.lastname@depeddagupan.com](mailto:firstname.lastname@depeddagupan.com) shall be for educational purposes and/or the performance of official duties and responsibilities. The Information and Communications Technology Unit under the Office of the Schools Division Superintendent reserves the right over all "@depeddagupan.com" accounts and over all data, material and information received, transmitted, stored or otherwise processed through the service.

Immediate and widest dissemination of the contents of this memorandum is desired.

  
AGUEDO C. FERNANDEZ, CESO V  
Schools Division Superintendent



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Telephone: (075) 615-2645/615-2649  
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Email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



Management System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 0102840991



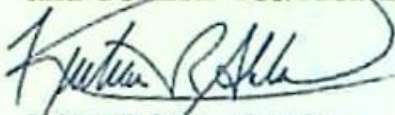
Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

**MEMORANDUM**  
12 January 2023

**TO :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :**   
KRISTIAN R. ABLAN,  
Undersecretary for Administration

**SUBJECT :** MICROSOFT 365 ADOPTION

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts on or before **27 January 2023**.

**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

<b>Governance Level</b>	<b>Office/Unit in Charge</b>
Central Office	ICTS - User Support Division <a href="mailto:icts.sdd@deped.gov.ph">icts.sdd@deped.gov.ph</a> 8633-2092
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS - User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.